

**STATE OF NEVADA**  
**BOARD OF EXAMINERS FOR LONG-TERM CARE ADMINISTRATORS**  
**3157 North Rainbow Blvd., #313**  
**Las Vegas, NV 89108**  
**(702) 486-5445**  
**FAX: (702) 486-5439**  
**e-mail: beltca@govmail.state.nv.us**

**Individual Application for Accreditation of Continuing Education Units**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

E-Mail Address: \_\_\_\_\_

License #: \_\_\_\_\_

Employment Position (specify if residential care or nursing facility administrator:

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Program Title: \_\_\_\_\_

Date and Time of Program: \_\_\_\_\_

Location of Program: \_\_\_\_\_

Number of Contact Hours Requested: \_\_\_\_\_

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**CE Committee Use Only**

Program Number: \_\_\_\_\_ Reviewers: \_\_\_\_\_ Date: \_\_\_\_\_

Approved (specify residential or nursing facility): \_\_\_\_\_ Contact Hours: \_\_\_\_\_

Pending: \_\_\_\_\_ Required Items: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

1. Must be provided by a competent instructor as demonstrated by documentation of his/her educational, professional and teaching experience;
2. Must contain current educational material relevant for nursing home and/or residential care facility administrators;
3. Must be of professional quality;
4. Must be appropriately designed for instructional purposes.

**The Following Must Accompany All Application:**

<u>      X      </u>	Instructor's/speaker's resume
<u>      X      </u>	Detailed time schedule
<u>      X      </u>	Detailed program outline
<u>      X      </u>	Statement of the educational objectives of the program
<u>      X      </u>	Consumer feedback/evaluation form
<u>      X      </u>	Copy of Certificate of Completion

**Note: Applications for continuing education accreditation will not be reviewed for accreditation until all of the items listed above are received. A processing fee of \$25.00 must be submitted with the completed application for each program.**

Within 30 days after the presentation of the program, a list of licensed nursing home and/or residential care facility administrators who attended must be provided to the Board office.

Records must be maintained for three (3) years after the completion of the course or program.